

Short-Writing.

The most Easie, Exact, Lineal
and Speedy Method that hath ever
been obtained or taught.

Composed by

THEOPHILUS METCALFE,

Author and Professor of the said Art.

The eighth Edition much enlarged
and perfected by the Author.

Which Book is able to make the Practiti-
oner perfect without a Teacher.

As many hundreds in this City and
elsewhere, that are able to write Ser-
mons word for word can from
their own experience testifie.

L O N D O N,

Printed, and are to be sold by *John Hancock*
at the first shop in *Popes-head Alley*,
next to *Corne-hill*, 1652.

1042. c 30

on Short Hand
by
Theophilus Andrews



16 DE 51

Theophilus
M^r in the
Short

Metcalfes
Art of
Writing



Cæsar was praised for his Dexterity
In Feats of Warr, and Martial Chevalry :
And as les famous art thou for thy Skill
In Nimble turning of thy Silver-quill :
Which with the preachers mouth holds equal pace
And swiftly glides along untill the race
Of his discourse be run, so that I thinke
His words breathd from his Mouth are turnd to Inke

SHORT

Writing the most Easie
Exact Exact and Short
Method that hath ever yet
been obtained or taught by
any in this Kingdom

Composed by
Thomas Digges Master
Mathematick and professor
of the said Art

The
X
Compendious
Table
of
Arithmetic
and
Geometry
in
which
are
contained
all
the
Rules
and
Principles
of
the
said
Arts
as
they
are
now
taught
in
this
Kingdom
by
the
said
Master
Digges



Printed by
I. Blount
at the
Signe of the
Three
Crowns
in
St. Dunstons
Church
Lane
London



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What most Fairly Teacheth
and Speedily Imparteth the
best and easiest way of
writing.

THE SECOND EDITION.

As it is now corrected and
enlarged.

The second Edition much enlarged
and corrected by the Author.

London, Printed by J. St. John, at the
Sign of the Gun, in St. Dunstons Church-yard, 1659.

This Book is sold to the
Reader by the Author.

As many hundreds in this City and
Country have already bought and
read this Book, and found it
their own exercise.

London, Printed by J. St. John, at the
Sign of the Gun, in St. Dunstons Church-yard, 1659.

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To the Reader.

Courteous Reader, As it is the property of my professed Art, to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom, without circumlocution or idle multiplication of words, to expresse a mans intent and meaning. *Solomons* Proverbs are therefore called sweet, because short and admired of all; because under a little huske is contained a large kernel: The Art and knowledge of man ariseth by degrees; and many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of minde, we are at the last directed thither by the bow, whither we might have gone by the string; every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, onely this Art of *Radio Stenography* is grasped within so small a girdle, and so succinctly trussed up, that upon

on the least diminution, which is scarce to be supposed, an annihilation should seem to follow : There are many things which commend this Art, as that it hath attained its perfection, whereas other Arts expariate, and extend themselves beyong all compasse of mans brain : again, we must not suppose it to be some upstart or new coyned Art, for it is as ancient as *Homer* himself, whose *Iliads*, we read to be comprised in the shell of a nut : I dare say no more, lest I should not seem to comply with my faculty : and therefore gentle Reader, all that I desire, is to have your approbation, after your probation, and censure after tryall. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can,

Theophilus Metcalfe.

GEntle Reader, though I know divers have learned in two or three dayes time by this book onely, yet if need require for thy more speedy attaining to perfection in this Art, there is newly published a School-master, explaining all the Rules thereof, to the weakest capacity, sold by *Iohn Hancocke* in *Popes-head-Alley*.

CHAP.



C H A P. I.

*Of the excellent use of this available Art of
Radio-Stenography.*

AS practice brings perfection in all Arts and Sciences; so being once perfect in this Art, you shall with little use remaine the same skill in memory, during your life. Your memory shall be much helped, and preserved, the paines of your most usuall studies greatly extenuated thereby. By the said Art, you may be able to take any Sermons or Speech, being treatably spoken, word for word, as many hundred Men and Women, in this City of *LONDON*, which have learned onely by the Booke, worthily manifest. It is usefull for Ambassadors, Messengers, Travellers, for the ready, and speedy description of places, manners, customes, policies, and government of each Nation. It serveth for each other use, which I leave to those who can better Judge of the best and most profitable uses hereof

Now considering what singular benefit you shall enjoy hereby, let me request

A 2

you

you not to feare your owne imbecility, or weaknesse of your capacity for the attaining of mature perfection in this Art, by this book alone without any other Teacher.

For first, the Rules are few, pertinent, plaine, and easie, teaching the meanest capacity.

Secondly, You have examples, also suitable to every Rule, so that there can be no mistake.

Thirdly, the Rules of the Booke are placed in order, as you must learn them.

Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather then the true Orthography thereof, so that many times, letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to expresse the same. Examples you have hereof in the fourth Chapter of this Book.

C H A P. I I.

Of the Alphabeticall Characters, which doe represent the Alphabet of our English Letters: and these must be got perfectly by heart; before you proceed any further.

This image shows a blank, aged, cream-colored page, likely a flyleaf or separator page from an old book. The paper has a textured appearance with numerous dark spots, stains, and foxing marks scattered across its surface. Faint vertical lines are visible, suggesting the page might have been part of a ledger or a notebook. The overall tone is off-white or light beige, with some darker areas indicating wear or age.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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[illegible]

The Letters of the Alphabet

8

A	^	h	h	p	p	v	v
B	<	i	1	p	q		
C	c			q	r	w	7
d	o	k	^	r	r	x	x
e	o	l	u	s	q	y	8
f	L	m	\	s	i	z	Z
g	4	n	—	t	/	&c	—
h	o	o	e				



Double Letters to begin wordes

bl	2	fl	u	pl	e	sm	l
br	4	fr	4	pr	e	sn	2
cl	u	gl	4	sh	h	sp	1
cr	4	gr	4	sk	h	st	1
dr	2	kn	u	sl	h	str	2
dn	3				h	sw	4

Double Letters to end wordes

ld	u	lt	u	rf	7	rn	r
lk	u	mp	8	rt	7	rp	u
lm	u	mpl	du	rd	n	rs	u
ln	u	nd	7	rk	n	rt	1
lp	u	ng	4	rl	n	st	1
ls	u	nk	u	rm	r	tr	2

There are two Characters for *b*, two for *p*, two for *s*, the first to begin words, the latter to end words.

Observe this Rule for the joyning of the Letters aforesaid. These Characters are extracted from the Alphabet of Letters, and are made after this manner, by joyning two Characters together: As for Example: Suppose you have a word to begin with *bl*, to include these two Characters in one, you must doe it thus, First, write downe the Character *b*, thus () then from thence where you took off your Pen, joyne the Character *l*, which is the next letter, thus () and so you have a Character for *bl*, and so after the same manner you are to make from the Alphabet all other Characters, by uniting together those that are for the beginning and ending of words.

CHAP. V.

CAAT

C H A P. III.

S Heweth the places of certaine vowels, in this Art, where you must onely use five places for the vowels, according to the number of them, and they be thus disposed.

a
C^g : C : F L : N ÷ : W z : -
u

By these examples you may see, that *a*, is above : *e* is the equall top : *i* is in the middle : *o*, is the equall foot : *u*, is underneath your letter, and so place them about all the rest of your letters, as you see the examples above written.

C H A P. IV.

S Heweth the use of the vowels, thus placed, first if any of these five vowels begin a word, the very letter of the vowel must bee expressed, as in these words following.

a e i o u

am	ek	ile	on	ur	ur
at	eye	rie	or	ur	utter

Secondly, when a vowel commeth in the middle of a word, then remember that you place the next Letter that commeth after it in the place of the former vowel, as for example, to write *back*, first set downe your *b*, thus (<) now the next Letter after *b*, is your vowel *a*, now, note, that the place of *a*, is just over the letter *b*, and in that place write your letter following, which is *k*, thus, (>) *backe*. To write, *bait*, first make your *b*, thus (<) now the next letter, after *b*, is the vowel *a*, now the place of *a*, is the top of the Character, *b*, and in that place write the letter following, which is *t*, thus, (<) *bait*, to this end observe your examples following.

Examples

12

a	arose	1	joyne	i	saith
v	availe	1	just	iv	seale
n	avoidē	ni	keyes	in	seeke
e	booke	ni	kisse	iv	fight
e	bought	u	last	iv	soule
e	came	u	least	i	sought
c	cause	u	loose	i	tast
e	caught	v	moone	i	taught
c	cease	v	narrow	iv	teile
t	dayes	e	nature	in	tooke
t	deafe	e	neighbour	v	vaile
t	ease	-	night	v	vine
t	east	-	noise	ve	voice
o	exceed	e	omit	vi	pones
u	faile	e	owne	vi	waitte
l	fast	i	Oyle	7	wayes
l	feast	i	paid	7	wake
l	fight	i	passee	7	well
h	hate	v	past	7	were
h	heale	v	race	7	wombe
h	heed	v	raise	7	yoke
h	house	v	rest	7	your
j	jewes	v	rust	7	youth
			said	7	

The list of

in the year 1880 a list of the names of the persons who were born in the year 1880 in the county of ... (a) ... (b) ... (c) ...

John	1880	1880	1880
James	1880	1880	1880
William	1880	1880	1880
Robert	1880	1880	1880
Thomas	1880	1880	1880
Charles	1880	1880	1880
George	1880	1880	1880
Edward	1880	1880	1880
Richard	1880	1880	1880
John	1880	1880	1880
James	1880	1880	1880
William	1880	1880	1880
Robert	1880	1880	1880
Thomas	1880	1880	1880
Charles	1880	1880	1880
George	1880	1880	1880
Edward	1880	1880	1880
Richard	1880	1880	1880

in the year 1880 a list of the names of the persons who were born in the year 1880 in the county of ... (a) ... (b) ... (c) ...

The Art of Short writing

Thirdly when a double consonant begins a word then let the vowel be placed about the first letter as for example to write (blame) set your double letter downe thus (c) and then your vowel being (a) write (m) in the place of it thus (c) to write blacke set downe your (bl) thus (c) and then your vowel being (a) write (k) in the place of it thus (c) to this end observe these examples following

c	blood	c	knees	c	spake
c	blot	c	please	c	sparrow
c	bright	c	plucke	c	spoue
c	brought	c	praise	c	spoule
c	cleare	c	prayer	c	spread
c	cloth	c	pride	c	steale
c	crown	c	shadow	c	still
c	draught	c	shame	c	stocke
c	flame	c	slaine	c	store
c	flocke	c	schoule	c	strait
c	fraud	c	skin	c	swallow
c	fright	c	small	c	sweet
c	glass	c	small	c	tread
c	groise	c	snare	c	troos

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowel place that most sounds the word as for example to write build set your single letter (b) downe thus (c) then your vowel being (i) write (ld) in the place of (e) thus (c) to write feild set downe your (f) thus (c) then write (ld) in the place of (e) thus (c) feild to this end observe the examples following

h	halm	h	hurt	h	silke
h	hatter	h	pearls	h	songe
h	bond	h	point	h	storne
h	buil	h	scorne	h	toene
h	could	h	short	h	wader
h	faint				

Fiftly observe if one letter (or) two letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (b) then put a pricke in the place of (y) thus (b) (y) to write blow set downe your double letter (bl) thus (bl) then put a period in the place of (o) thus (bl) (o) (blow) to this end observe the examples following

h	few	h	to	h	plough
h	fre	h	way	h	pray
h	high	h	wpe	h	free
h	gaw	h	clay	h	shew
h	gaw	h	cry	h	skis
h	joy	h	draw	h	slay
h	ky	h	dry	h	snaw
h	mgh	h	fly	h	spue
h	nee	h	free	h	stay
h	now	h	gnaw	h	straw
h	say	h	grow	h	trus
h	see	h	knee	h	try
h	see	h	know		

6 Sixtly observe that sometyms sillables may be left out of some wordes, yet sufficient sound remaining still to expresse the same, as for example

3	daughter	3	laughter	15	slaughter
---	----------	---	----------	----	-----------

7 Seavently, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

8	comparison	9	poison	9	season
u	lesson	4	prison	10	treason
o	person	r	reason	v	venison

8 Eightly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plurall number as for example

2	bones	3	eyes	7	nurse
3	debts	4	frogs	14	rites
u	else	4	goats	r	tars

9 Ninthly when words end with (ed) then put (e) in the (e) place of the former letter as in these examples and the like

4	arrayed	12	ioyned	12	robbed
2	boved	2	neighed	1	venved
2	clouted	1	noised	2	used

10 Tenthly observe that if two vowels come together in a word and both of them of themselves might be exprest then expresse them thus as in these examples

12	foiwell	10	geiwell	12	goit
15	fewer	4	lower	13	riet
3	hewer	u	lyon	v	vowell

Eleventhly note that when a word ends with (ifie) put a period in the place of (i) as in these examples

2.	damnisie	3.	iustisie	10.	rectisie
7.	edisie	4.	magnisie	11.	terisie
14.	fortisie	5.	pacisie	12.	villisie

Twelvfly note that when a word ends with (tive) then put a period in the (i) place of (t) thus (/) as in these examples

17.	active	21.	captive	24.	native
22.	affirmative	26.	motive	29.	primitive

Thirteenth to acquaint you with this rule concerning (qu) you shall understand they are never disioyned but evermore lincked together as you may see in these exsamples following (quaille) (qualins) (quene) (question) (quicken)

Fourteenth note that when a word ends with (est) (remember) that you write (st) in the place of (e) as in these examples

1.	fittest	3.	mostest	11.	rockest
2.	meanest	4.	mockest	12.	wringest

THE UNIVERSITY OF CHICAGO
LIBRARY

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40

THE UNIVERSITY OF CHICAGO
LIBRARY

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40

THE UNIVERSITY OF CHICAGO
LIBRARY

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40

THE UNIVERSITY OF CHICAGO
LIBRARY

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40

Propositions to begin long words are these

20

+	a	+	c	b	p
+	b	+	d	b	r
+	c	+	e	m	u
+	d	+	f	r	r
+	e	+	g	s	s
+	f	+	h	s	a
+	g	+	i	s	n
+	h	+	j	s	c
+	i	+	k	s	r
+	j	+	l	s	b
+	k	+	m	s	u
+	l	+	n	s	f
+	m	+	o	s	i
+	n	+	p	s	f
+	o	+	q	s	u
+	p	+	r	s	p
+	q	+	s	s	t
+	r	+	t	s	e
+	s	+	u	s	t
+	t	+	v	s	r
+	u	+	w	s	u
+	v	+	x	s	b
+	w	+	y	s	u
+	x	+	z	s	f
+	y	+		s	i
+	z	+		s	u

Terminations for ending long words are these

able	1	ject	>	sover
ance	2	ing	o	son
once	3	lye	o	son
ant	4	ment	o	son
ent	5	ness	o	son
cation	6	ous	o	son
dure	7	us	o	son
eth	8	us	o	son
ferent	9	us	o	son
fullness	10	us	o	son



C H A P. V.

Of the Prepositions and Terminations for long words

THese Prepositions and Terminations must be perfectly gotten by heart, having but small dependance on the Letters of the Alphabet, being of much use in the writing of all long words, each of them standing for a syllable, and some for more.

C H A P. VI.

SHeweth how to distinguish Characters that have some resemblance with others : And here observe, both in the Prepositions and Terminations, you shall finde sometimes, that one and the same Character may stand for two things. As for example.

There

There is the same Character for

d	be	beleewe
f	coll	call.
z	cor	care.
s	cb	child
+	corss	Christ.
c	con	concern.
a	de	deliuer.
2	dure	drink.
a	eth	bath.
z	ence	hence.
r	re	our.
b	pro	proverb.
e	sanct	saint.
k	for	sure.
/	th	that.
L	thr	there.
/	tie	the.
z	ing	thing.
2	un	unto.
-	ant	want.
-	ent	went.
o	wr	where.
o	wh	which.

And

And

And

There

All

All which may with facility bee distinguished thus. When any of these standeth alone by themselves, they are for whole words, but when they are joyned with any other letter, they are but a part, as for example, this preposition *be*, when it standeth alone is, *believe*: so the preposition *coll*, when it standeth alone is *call*, and so of the rest: all which is no hinderance, but rather a help unto the memory: for by remembering the one, the other cannot be forgotten.

CHAP. VII.

Of Directions for the joyning of wordes, which are to be drawne out of the former Prepositions, and Terminations, observe these foure Rules.

First set downe your Preposition which begins the word, then if one Letter, or more, come next after, joyne that Letter or Letters where you took off your pen from your former Preposition, without removing your pen: then write your Letter or Letters following, in the place of that vowel that most sounds the word. As for example.

First

First, write your Preposition for *ab*, thus (†) the next Letters following, being *st*, must bee joyned to *ab*, thus (†) and then in the Vowels place, which is *a*, write *n*, thus, (†-) *abstaine*.

To write *affirme*, first set downe your preposition for *aff*, thus (e) then place your double letter *rm* in the *i* place of *aff*, thus (e_r) *affirme*.

Secondly, When your preposition doth begin the wordes, and end the wordes, then alwayes joine them together: as for example, to write *account*, set downe your Preposition *ac*, thus, (τ) then where you are to take off your pen from *ac*, joyn *count*, thus (τσ) without removing your pen. To write *appeare*, set downe your preposition *ap*, thus (φ) then where are you to take off your pen from *ap*, joine your preposition *per*, thus (ε) without removing your pen.

Thirdly, Sometimes you have a preposition to begin a word, and a termination to end that word: As for example, to write *preserve*, first set downe your preposition *pre*, thus (<) when there is no vowell between the preposition and termination, then observe it as a general

nerall Rule, that you alwayes joyne them together, without removing your pen, thus (4) preserve.

To write *present*, set downe your preposition *pre*, thus (/) then where you were to take off your Pen, joyne your termination *sent*, thus (4)

Fourthly, If a preposition or termination begin a word, and there be neither to end it, then it must be ended with the Letters of the Alphabet: As for example, to write *absolve*, set downe your *ab*, thus (+) then joyne *s* to *ab*, thus, (+) then your vowel being *e*, write *l*, in the place of it, thus (+ l)

To write *admit*, first set downe your *ad* thus (5) then joyne your *m* to *ad*, thus, (5) then your vowel being *i*, write *t* in the place of it thus (5 t)

To write *affright*, first set downe your *aff*, thus (e) then joyne your *r* to your *aff*, thus (e r) then in the *i*, place of your *r*, write *t*, thus (e r) So that by observing these rules exactly, if you had no other examples, you might be able to make any word which may be drawn or made out of the foresaid prepositions and terminations; yet for your more easie and speedy attaining to it, I have

have drawne out the Table of Examples following, and have exactly characterized them to your hands.

You need not charge your memory with them in learning them, or any of the following Tables by heart, they are added for example sake, and more curiosity, in this Art: For any word may bee written by the fore-going Rules, and it is at thy owne choice to learne any further.

The Table

les
red

ur
ng
ng
d-
nd
:
en
it
ne

ble

†	abate	z	ascend	g	continue
†	abhorre	z	ascend	g	contrite
†	abide	z	assemble	z	correct
†	abound	z	assist	z	corrupt
†	about	z	assure	z	corne
†	absent	z	astray	z	defend
†	abuse	do	become	z	domy
†	object	†	before	z	designe
†	obtaine	h	besought	z	desart
T	accesse	h	bestow	z	desire
T	accuse	h	betray	z	desolato
Tn	accord	z	chaff	z	despise
h	address	z	chamber	z	determine
h	admire	z	cheefe	z	deuoure
h	advise	z	chuse	z	deuise
h	afford	u	comfort	z	disciple
h	affraid	u	communicate	z	dispaire
h	after	u	commande	z	discerne
h	alignate	u	commendo	z	disdaine
h	allowe	u	common	z	discease
h	allure	u	communion	z	dishonor
h	alleghty	u	commit	z	disobay
h	alike	u	company	z	dispoise
h	anker	u	compare	z	dispute
h	anoint	u	comparse	z	dispute
h	antient	u	complaine	z	diuine
h	apparent	u	compleat	z	follow
p	appease	u	comprehend	z	image
h	appertaine	z	condemne	z	immoderate
h	applie	z	consist	z	incline
h	appoint	z	conspire	z	incourage
h	apprehend	z	consult	z	indeed

z	indure	4	presume	11	these
s	instruct	42	provaile	1-	then
1	intreate	4v	prevent	1	they
v	invite	bz	procure	11	this
e	merrie	n	redeeme	11	those
e	mercie	n	refuse	1.	though
2	miracle	n	release	1	thou
xv	moreover	n	remaine	6	thousand
x	morrow	v	remit	1	thought
xv	morrell	n	repose	1	thrust
x	mortall	n	resist	2, 4	unrighteous
x	mourne	n	resolve	2, 4	unworthy
8	message	n	restore	0	wheate
9	miserie	n	restraine	0	when
2	pardon	v	retaine	8	wherefore
8v	persevere	-v	supper	0	while
p	pertake	-v	suppose	0.	who
4	proach	-v	supreams	0.	whom
2	pretious	x	sorrow	0	whole
4	perdurate	2	subiect	8	whoredome
4	prepar	2	sublime	0.	why

These examples of wordes, which I have collected out of the former propositions they need not to be learned by hart as many hundreds in this City whom I have taught from thiers owne experience can worthily manifest /

Chap: 8

Sheweth that you have somtymes those which I call prepositions to end wordes as well as to Begin wordes, and terminations to begin aswell as to end as example in these.

L	abilitio	+	falsly	+	speech
43	branch	3	much	1	such
40	breath	2	naturall	4	treasure
20	carefull	6	pleasure	7	virtue
7	durance	13	quench	2	usefull
7	durable	13	search	3	watch

Chap: 9

Likewise if you ad your terminations to your former prepositions you may make any word that is to bee made out of them, but now some may say vnto mee how shall I doe it, I answer you - may doe it by your former examplar, yet for your better satisfaction herein I will instance in some few examplars out of each of them so that by them you may bee able to make any word that possible may be drawne out from them. examples followes

1	favourable	13	reioct	55	consolation
24	allemance	57	chambring	11	howsoever
20	aliant	02	commonly	24	altogether
14	fornication	42	impradiment	8	authoritie
9	sanatification	13	buisness	20	adversitie
20	asendeth	102	jealous	1	favour
3	carefullnes	5	supposition	6	pervert
				8	over

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Chap. X
Of Abbreviations of some of the examples
of the former Tables. /

Although these may be writ by the former rules, yet for the benefit of those which I have formerly learned this Art unto I thought good to abbreviate these few examples which follow in regard of the usefullness of them, being often and frequent in use in every form on. /

te	abbreviate	c	circumstance	b	proceed
T.	accord	c	contrary	b	profane
T	acquaint	a	deceive	b	profess
y	advance	d	declare	b	profit
y	advantage	y	distress	b	prophet
y	advocate	y	distribute	b	provide
ay	afterward	f	fulfill	b	provision
u	alsoe	in	infinite	b	provokes
u	alwayes	in	inward	b	propose
u	alwaye	o	obedience	b	prosecute
N	angell	o	obedient	b	protect
z	ascribē	p	peradventure	b	protection
r	behold	p	perceive	b	propound
d	behold	p	perfect	b	promise
d	belov'd	p	particular	b	pronounce
f	children	p	prescribe	b	prophecie
c	circumſe	p	prerogative	b	prolagall
c	circumſpect	p	profound	b	reprobate

Chapter the XI

Of the usuall hard names in scripture
which are frequent and usefull in myrie
sermon they being exactly made
by rule doe not much charge memory

n.	Aaron	11	Deſſe	z	Nebuchadnezz
t	Abell	14	Iothro	3	Noah
2	Anthophel			+2	Obededom
tr	Abner	12	Iezobell	2	Ongimus
tr	Abraham	15	Ioseph	7	Paul
l	Abſolon			8	Pharaoh
5	Adam	10	Ioſſiah	6	Pilat
7	Benjamin	1	Iſaack	4	Proſcilla
8	Booze	11	Judar	5	Rachell
10	David	2	Korah	7	Rahab
24	Doeg	ur	Leah	10	Rebeckah
ur	Elizabeth	ur	Lidda	5	Roubon
an	Elias	e	Martha	7	Sampſon
6	Ephraim	e	Mary	10	Sanballat
21	Eſau	20	Meſſiah	1	Sarah
43	Goliah	e	Merriam	1	Saul
4	Hagar	14	moab	h	Shem
	Hamon	20	Mordacai	h	Solomon
h	Hozekiah	10	moſes	2	Thamar
z	Iacob	5	Naaman	1	Thomas
2	Iehovah	25	naboth	1	Vriah
15		20	Nathan	2	
			Nathaniell	2	

A

Chap XII of the Names of the Bookes of the Old and New Testament

4	Genesis	di	Isaiah	2	Luke
13	Exodus	1r	Jeremiah	1	John
12	Leviticus	u	Lamentations	3	Acts
7	Numbers	zu	Ezekiel	8	Romans
3	Deuteronomy	5	Daniell	2	Corinthians
11	Joshua	hi	Hosea	4	Galatians
3	Judges	14	Joel	02	Ephesians
2	Ruth	1	Amos	10	Philippians
10	Samuall	to	Obadiah	2	Colossians
1	Kings	12	Jonah	11	Thymothy
2	Chronicles	vi	Micah	1	Timothy
24	Ezra	1	Nahum	12	Titus
10	Nehemiah	20	Habakkuk	10	Philemon
1	Ezra	24	Zephaniah	10	Hebrewes
12	Job	14	Haggi	1	James
1	Psalme	2	Zachariah	2	Peter
1	Proverbs	1	Mallick	1	Jude
2	Ecclesiastes	1	Matthew	1	Revelation
			Mark		

The Characters for these bookes they are
all of them drawne from the letters of the
Alphabet and therefore will be easy to memory



The Art of Short Writing

Chapt: XIII of the use of points

first for the Interrogative point use this (?)
2ly for your parenthesis use this point (:)
3ly for the end of a perfect sentence use this point (.)
4ly when you writ out any Chapter at the end of
every verse use this point (...)
5ly for the phrase (and soe forth) which is often
in use make this point (&)

Chap: XIII Of the Table of wordes

Now having sufficiently furnished you, with
long and short, wordes whereby you
may be enabled by your owne prac-
tise to write any sermon or speech
being treatably spoken, word for
word, / Yet for your better Augmen-
tation and perfection of your know-
ledge I have here sett downe an
index or Table of wordes of sort,
not one of them differing from the
Alphabet, but each one of them
very usefull and frequent in
every sentence and for the
most part without removing
penn from the paper as
doth plainly appeare by the
ensuing Table

The Table

ab	2	Abominable	<	Blest	2	Demonstrate
anc	~	Abundance	<	Bless	3	Denominate
ant	~	Abundant	<	Both	3	Devill
ac	2	Acknowledge	<	Bread	4	Dignitie
aq	~	Acquite	<	Brotherm	2	Diligent
sh	n	Admonish	<	Brother	1	Describe
ad	5	Adultery	<	But	2	Distinguish
an	~	Again	<	Buckler	2	Doctrine
al	~	Allegorie		C	2	Doth
ah	10	Although	c	Cane	2	Duty
amr	~	Ambassador	c	Cannot	3	Dwell
an	A	Among	c	Catholicke		E
n	-	And	£	Charge		
an	A	Anger	15	Church	10	Earth
ao	10	Another	c	Conquerer	10	Effect
ap	10	Apostle	5	Conclude	10	Egypt
ap	10	Approve	c	Congregation	10	Elect
ar	A	Author	c	Consuence	10	Epistle
n	~	Away	6	Conversation	10	Equitie
aw	~	Awake	2	Confidence	10	Establish
		B	c	Confound	10	Evangelicall
b	2	Babes	c	Confirme	10	Even
bb	2	Baptisme	£	Continuo	10	Every
by	<	Beautifull	9	Consider	10	Evermore
ba	<	Because	4	Create	10	Everlasting
bg	<	Begin	6	Creature	10	Evill
bf	<	Benifitt	c	Covenant	10	Example
bd	5	Besides		D	10	Except
be	<	Beseech			10	Excell
bx	<	Between	2	Danger	10	Exclude
bu	<	Blaspheme	2	Deepe	10	Exercise

The Table

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4	Exempt	4	Glorie		I
4	Experience	4	God		
4	Express	4	Goodness	4	Idleness
4	Expect	4	Godhead	2	Idolatry
4	Extremes	4	Good	2	Jerusalem
4	Extinguish	2	Goodwill	1	Jesus
4	Extortioner	4	Grace	8	Of
	F	3	Guilt	4	Ignorant
		4	Guilt	4	Illustrate
6	Faith		H	28	Imprudent
6	Felicity			2	Iniquity
4	Fellowship	2	Habit	28	Integrity
4	First	h	Hallowed	1	Is
4	Flesh	v	Have	2	Israel
4	Folke	8	He	2	It
4	For	h	Heaven	3	Judge
4	Forth	4	Heart		K
4	Foundation	4	Help	2	Keep
4	Frained	h	Heretofore	2	Kind
4	Fruits	h	Hereticks	2	Kindness
4	Frustrate	2	Hum	2	Kindle
4	Furtherance	h	Hypocrite	2	King
4	Furthermore	1	His	2	Kingly
	G	h	Holy	2	Kingdom
		h	Holynesse	2	Knowne
4	Gather	h	Holynesse		L
4	Gave	h	Honour		
4	Generall	h	Hospitality		
4	Generat	h	How	4	Labour
4	Generation	h	Humble	2	Lament
4	Give	4	Husband	2	Law

The Table

4	Loose	7	Nevertheless	7	purpose
5	Lorne	—	not	7	put
5	Lott	—	nothing		Q
5	Life	3	Notwithstanding		
5	Light			7	qualitie
5	Live			7	quantitie
5	Long	e	Of	7	quarter
5	Lord	e	Often times	7	question
5	Love	e	Oh	7	quiet
	M	e	Omnipotent	7	quick
		e	Open		R
1	Majestic	e	Opportunity		
1	Majistrate	n	Order	re	reconcile
1	Man	e	Ordinary	r	receive
1	Many	re	Ordinance	re	refresh
1	Manifold	e	Originall	n	regard
1	Manifold	e	Otherwise	r	rejoyce
1	Manifold	e	Over	re	religion
1	Manifold	e	Outward	re	remember
1	Manifold	e		n	remnant
1	Manifold		P	r	repent
1	Night	e	patience	re	resurrection
1	Minister	e	peculiar	r	returne
1	Most	r	people	re	revenge
1	Mother	r	persecute	re	revolve
1	Multiply	re	persuade	re	reward
1	Multitude	re	place	n	righteousness
	N	re	posteritie		S
1	Name	re	power		
1	Necessary	re	pride	7	sacrifice
1	Neglect	e	principall	7	salvation
1	Neglect	re	principle	7	satan
1	Neither	re	publicke	7	saviour

The Table

n	scoer	~	thanke	z	vs
h	scribe		thinke		W
i	scripture	o	them		
l	selfe	l	themselves	u	walke
q	selfelove	/	thus		wander
2	seuerall	(tyme	7	wonder
h	shall	r	tormont		was
on	shepherd	4	toward	7	wise
h	should	2	trouble		well
h	similitudo	1	trust	w	will
9	sin	t	truth		what
l	sometime	r	turne	o	when
2	speciall			o	wicked
t	spirit			u	wisdom
7	stand			3	with
1	strength	u	vanish	r	worke
9	strong	v	verse	n	word
2	succour	v	victory	r	world
2	support	2	vnderstand	n	worship
7	sword	2	vnderstanding	u	would
	I	v	voice	z	zeale
4	tabernacle	v	vouchsafe		
8	tempt	w	vpon		

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the begining page you see an example, and it is very little chary to memory.

The Art of Short writing

Chap: XV

of joyning 3 or 4 words in one, and all of them according to the Alphabet of letters examples follow

as	as it is	<r	but it is	<v	it is said
as	as it were	<f	for it is	<g	it is christ
as	as it is said	<h	for christ sake	<h	lord jhu christ
as	as it was	<h	thiſ ſee	<h	that it is
as	but now day	<h	is it not.	<h	that it was

Chap: XVI: of the Abbreviation of sentences

To that end nothing may be left out that may be advantageous to those in this expeditious art I have described unto thee certayne infallible sentences, wherein there can be no mistake in the writing of them from any ministers mouth / The like before was never invented by any other, the characters thereof being Answerable to the Alphabet of letters, soe that if you doe but observe in the writing of the sentences following to leave out (the) and (of) the rest you write at large as for example for (The anger of god) write <ang or god) thus <g) (for the benefitts of god) write (benefitts god) thus <g) (for the blood of christ) write (blood christ) thus <g) and see in all the rest of them which is as you see plainly but little charge to memory yet are they shorter then any man can make markes for them as doth plainly appere by the ensuing examples

Many more of the like naturr might
be added but these I judge sufficient to
direct the Ingenious practitioner

4	the cause of god	e+	the office of christ
+	the cause of christ	P4	the peace of god
q	the church of god	q	the people of god
4	the glory of god	f	the people of christ
4	the glory of christ	oe	the power of god
4	the grace of god	r+	the raigne of christ
4	the gift of god	m	the righteousness of god
4	the house of god	du	the spirit of god
4	the joye of heaven	du	the spirit of christ
4	the kingdom of grace	74	the wages of god
4	the kingdom of glory	+	the wages of christ
4	the kingdom of god	u	the will of god
4	the kingdom of christ	w	the will of christ
4	the kingdom of heaven	z	the wisdom of god
2	the kingdom of sathan	n	the word of god
4	the life of grace	n	the word of sathan
uo	the life of faith	n	the works of god
4	the life of christ	n	the worke of grace
4	the name of god	o	the wrath of god
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